



STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
May 22, 2002

ATTENDEES:	Jill Hansen	Tom Stokes	Rich Beckwith
	Brenda Berhorst	Sharon Thomas	Dean Williams
	Gerry Wethington	Karen Boeger	Kim Potzmann
	Gail Wekenborg	Bob Meinhardt	Chris Wilkerson
	Al Collier	Debbie Tedeschi	Gina Hodges
	Kay Dinolfo	Mary Luebbert	Tony Wening
	Carl Medley	Jim Poole	Don Lloyd
	Ted Smith	Paul Wright	Lyndon Mote
	Kathy Lear	Russell Helm	John Namassys
	Mary Ann Flesch	Mary Willingham	Tom Robbins
	Paula Hudson	Cathy Reinkemeyer	Jim Roggero
	Ron Thomas	Christina Acree	Nicki Jungmeyer

PRESENTATIONS

'Making A Difference' Award

Jill briefly explained how the "Making A Difference" Award was different from the Missouri IT Recognition Award that was presented at last month's ITAB meeting. The Making A Difference Award is given for creativity and helping State Government. In the past, the Making A Difference Award has only be presented two or three times and has never been given to a single individual. Public Defender's Office developed a Lotus system which allows employees to enter their own time, then it is interfaced into the SAM II system. This system is user friendly, very easy to use and the Office of Administration (along with various other agencies) is very pleased with this system.

Mary Willingham gave further background on the project. Mary explained that when the SAM II system was put into production, the Public Defender's Office did not have the HR staff needed to enter time for all employees plus their IT Department could not install the SAM II desktop all over the state. Public Defender's Office has about 600 employees statewide in about 49 locations throughout the state. The Public Defender's Office knew they needed a system that individuals could access and use, allowing the entries into a central repository and then uploaded to the SAM II system. For about a year and a half, the Public Defender's Office worked closely with the SAM II development team, getting the needed information and developing their system.

Jane Frew, the HR Director for Public Defender's Office, also explained that one of the priorities when the SAM II conversion was started, was they wanted employees to see very minimal change with the new system. The paper time sheet that employees normally completed was closely looked at and then automated.

Jill, Mary Willingham and Jane Frew all commented on the hard work that went into this project and complimented Mary Ann on a "job well done." Jill presented a plaque to Mary Ann Flesch for the "Making A Difference Award." Jill also recognized Peter Sterling, Kathleen Lear, Lou Kolis all from the Public Defender's Office and thanked them for attending.

ACTION ITEMS

1. Approval of the April 24th, 2001, Information Technology Advisory Board Meeting Minutes

Moved to approved was made by Gina Hodges and seconded by Chris Wilkerson.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

E-Government –. The E-Government RFP was awarded and the OIT's office has been working with IBM trying to get the project going. There are three projects underway, one is the implementation of the infrastructure where E-government will operate and reside. The second is the implementation of MVRRS, which is a motor vehicle registration and records system. The third is a INC system, which is a non filers of income tax system. The OIT's Office and Department of Revenue are talking about MVRRS and INC and have decided to move forward with the MVRRS application and work through the outstanding issues. It will need to be determined whether or not the INC application will generate the anticipated revenue before proceeding. In Missouri the percentage is about 1.2 % of the population are non-filers and we need to have a delta of 2% or greater to make it worth the investment in the INC application. IBM is working with the Department of Revenue tax personnel to figure out what the delta really is. Gerry complimented Jill and her staff on the help they have given researching what it would take to host E-government in the State Data Center or use the universal server farm (USF) that IBM has proposed. This was not an easy decision, a lot of information was collected, with demands on time and resources within the state, but the decision was made to move (initially) the E-government operation to the IBM USF in Hazelwood, Missouri. Part of the conditions of doing this is to make sure there is a transition plan back to the State Data Center. At some point there will be implementation of a development and test environment that mirrors that production environment here at the State Data Center and in the third year of operation you will see a transitioning back of the operation into the State Data Center. One thing we know, if we get to the point that we could not generate revenue out of our E-government applications, particularly those that touch the corporate sector, it would cost us about \$63,000 a month to run it outside of our environment. Therefore, it makes sense to move it back. The biggest concerns are the resources and the demand that it would place upon us to get this ready in the timeframe needed. It is clear that we have to have the portal up and some services running by the time we get to September 1st because we have to be able to go back to the legislators and talk about some of the benefits being generated.

In conjunction with E-government we have two applications going on, Commercial One Stop and Registering A Business. Within these two applications we have the opportunity to seek additional funding out of the federal government. Gerry has sent a letter to James VanWert, a senior policy and planning advisor for the Small Business Administration in Washington D.C. Gerry is asking that Mr. VanWert work with his oversight committee to fund each of those at a \$600,000 level which will help us significantly in what we doing with outsourcing the infrastructure as well as with the development and test environment. Gerry has also sent a letter to Senator Bond asking him to support this and seek to get \$600,000 for each one of the programs. Gerry has also spoken with the Governor's Office in Washington D.C., they are going to visit with Senator Bond's staff to encourage them to seek the funding that is necessary. This would all be funded under the 7.8 million dollars federal priority item that we had for E-government. If we can get these funds, it would be 1.2 million of the 7.8, so we do still have opportunities for funding with E-Government. We continue to send quarterly and monthly reports to the House and the Senate. The Governor is interested and excited about E-government. Quentin Wilson and Jackie White have looked at the prototype of the portal that the Digital Media Developers group put together. One change will be made to try to add a place for Youth in Government. As soon as this is done, the new web site will go up and will replace the state's home page, operating in our environment. IBM's efforts will begin to concentrate on transitioning to the USF and aligning all of the state web pages behind it, laying out a plan on creating a consistent look of web sites across the state. We are about to cut a purchase order that will cover all the activity through the fiscal year and afterwards we will cut another purchase order and will be doing this on quarterly increments. Gerry does not expect to spend more than one million dollars in the next fiscal year on this activity.

Network Coordination – Last November, an ITAB meeting was held at MOREnet where discussions came up about network consolidation and network coordination. A meeting was held last week and attendees talked about what we will do with network coordination, all of the principal players were present at the meeting. The next meeting is June 18, however, starting in July meetings will be held the 2nd Thursday of every month. Everyone is to come back with a brief presentation of what his or her network capabilities are and we will begin planning for the future. At that time, we will begin to discuss network management consortium and we will begin to look at the business drivers that we need to be concerned about and how do we maximize the investments that we have made in network and figure a way to keep them coordinated. We will move away from a discussion of consolidation because what it really gets down to is good sound management of existing resources. We are not going to take the position now that we are going to do a study and then turn around and do network consolidation. We want to find what our demands are for the future and build a business project plan that will take us towards implementation. Network management is more than bandwidth acquisitions, particularly as you get into the homeland security initiatives. MODot is involved because of the fiber they have throughout the state; Courts are involved because of their presence in all of the counties and their affiliation with Sho Me Powers. Social Services is involved because

their involvement in the cooperative network, what they do with state agencies and what they do with non-state agencies. Highway Patrol is involved because of their reach in the local communities; Office of Administration Division of Information Services Telecommunication Group is involved because of their access and responsibility for the MAN and the Interrogated Voice Data Network. The National Guard is involved because they are plugged into some of the big issues and initiatives that are underway. At the federal level, MOREnet is involved because of the internet activity and what they are doing in terms of serving customers in the education community. Mental Health, Health and Senior Services, and Insurance are involved because we want to have customers that can and will bring to the meetings, what their expectations are. This is the first time that a consortium such as this has been brought together.

Gerry attended a meeting on May 21st that will have some implications on the network effort and activity. Motorola is very interested in pursuing a statewide communication plan that will take care of voice and data, particularly in the wireless state. Motorola is willing to work at the federal level to influence legislation and help secure federal funds, they will also work at the state level delivering the message to the legislators and work with the departments. There is a federal priority item that would bring significant dollars into the state, trying to fund the development of this infrastructure. This is a new program and something that we have tackled three or four times in the past but every time we have done that it has ended up again in a study and a report. Every time the study said it was going to take between 240 to 380 million dollars for us to build. We don't feel this is correct anymore given the infrastructure that exists, it is just a matter of how it is coordinated and how the investments are maximized. This program is being managed under the homeland security effort, where Gerry expects it will stay. Funding is available, the timing is right, and Tim Daniels office is a good place to have this program coordinate. This is a program that we need to get involved with so we are influencing what the outcome is, rather than wait and see what people do to us. Gerry expects another meeting in the next couple of weeks with Motorola. After the Missouri Security Panel report is produced, Tim Daniels will need to decide what mechanism he wants to use to facilitate these meetings, whether it be out of the cyber coalition that will be formed or whether he will form a separate communications effort. Gerry feels this involves "first responders group" out of the homeland security panel and he expects that they will also be involved.

VINES Project – This project is beginning to move although not without some frustration. There are two sites up and beginning to work on a project plan. We have a project oversight team and a project management team now working; and under the IT consulting contract, have contracted with NSR to manage this. We are waiting to see the next project plan and what it will entail. Camden and Lafayette County are both up and running, we have one invoice in the process of being paid and we are about to cut another purchase order. There are still a few items off the original purchase order that still need to be delivered.

Justice Integration Project – This is another project that is beginning to move. Recently there was a meeting with the Justice Integration team and SEARCH came in to facilitate a one-day session that dealt with governments. When this started, we looked at the issues of Governments, Information Exchange Points and trying to do three pilots, basically where we were going to focus at a couple of local areas and then focus on some activity at the state level. The State of Missouri has never held any type of meeting, symposium or conference where local entities were brought in to talk about justice integration. It has now been decided, rather than spend money specifically on three pilots, we will plan for a justice integration symposium where we can bring municipal, county, and state practitioners together. We plan to focus on how do we inter-operate between the National Governors Association (NGA), Justice Integration team and the Criminal Records Advisory committee that exists through statutes. Gerry and Judge Parrish will work on a recommended agenda and recommendations for a relationship between this group. A federal decision item is pending trying to get eight million dollars for justice integration for the state. The National Governor's Association has indicated they do have funds to spend again next year but they have not indicated what their dollar amount will be. The Governor's office in D.C. is trying to work with Missouri's congressional delegation to try to get to an earmark where we could get the money so it would come out of the Department of Justice directly to the State.

Software Piracy – The Governor is ready to sign an executive order, which will put more responsibility on the OIT's Office and ITAB in terms of the development of policies and the adoption of policies related to software piracy. Gerry feels that nothing has been done intentionally or maliciously in respect to illegal licenses but having policies about software licenses, so we stay in compliance with copyright laws is just sound business practices. There are a lot of difficulties in getting ourselves positioned to prove all the licenses that we have. You might have to prove that you have a license from back in the DOS 4.0 days. Gerry is hoping to have some discussion on how we can determine just how far back we need to go on our licenses, to assure ourselves that our licenses are good. ITAB members were asked to take a good look internally to make sure everything is in order. The executive order originally said, each individual agency will work on procedures to implement a policy and the Office of Information Technology would provide oversight and coordination of the policies. Gerry suggested there should be one state

policy and it should be developed using the Information Technology Advisory Board at the direction of the Office of Technology and it was accepted. We will no longer need sixteen or seventeen different policies, we will have one and agencies will have the responsibility of implementing the policy within their operation. By next ITAB meeting, Gerry will probably be asking for volunteers to help with this project. We will need to give a lot of thought when writing these policies and one area of large concern with Microsoft is the issue of client access licenses. (an example is: If your client access license was bought with 98 and you are running 2000 and you haven't upgraded the client access, you are in violation. You have to have it at the highest level of the operating system.) We need to figure what kind of strategies we use to try and make sure that we are compliant and that we stay compliant. Gerry feels we need to engage the Secretary of State's Office, with respect to electronic records management and retention guidelines. There could be something in the retention guidelines that would tell us about licenses and purchase orders that would give us some relief in this regard in term of how far back you have to go.

Section 508 Accessibility – We have a draft back from Rose International that we are looking in terms of what our contract language is going to be and what our standards and policies are going to be. Gerry expects to have something back to members hopefully by the June ITAB meeting or earlier. Rose International have included in the draft, Section 508, Section 255, and Section 2117.

Governor's ITAB Visit – The Governor is planning to attend an ITAB meeting in the near future. He plans to spend some time and talk about his thoughts on information technology. It was suggested that we have a Homeland Security meeting, an ITAB meeting, and the Governor's visit at the OPS Center on June 19. Or, we could possibly stay with the original date of June 26 and Gerry would try to schedule a tour of the OPS center on June 19 for ITAB members.

Announcements will be made on June 6 about a Youth Cabinet and Youth Network that the Governor is forming. Implementation of the portal/web page is being held up to get more information on the youth programs and place this information on the web page. There is going to be some activity engaging youth in government and we will probably have members of the Youth Cabinet come and participate in ITAB. The Governor is encouraging they go into different departments (Agriculture, Education, Transportation, Revenue, Conservation, etc.). We will have to think of how you develop programs that meet the needs and demands of youth as they make recommendations about what they want to see, whether it is as the Youth Cabinet or the Youth Network.

Cabinet Report –. The cabinet report that Gerry will submit on Friday, May 24 will address Software Piracy, Statewide Communication Network, VINES, Department of Revenue's Faster System, HIPPA, Justice Integration, Section 508 and Strategic Planning effort.

Straegic Plan –. Gerry thanked everyone who participated in the ITAB Strategic Planing Sessions. Gerry complemented Bill Bott for a job well done and said he felt it was a very good program. The group settled on a vision and a mission. There was discussion on how do you approach strategic planning. Rather than take an internal perspective, that it is strategic planning of ITAB and that we are focused on internal initiatives, there was talk about information technology as an enabler of business functions. This determined the mission of Missouri Information Technology is to support, enable and simplify effective business solutions for state customers so that they can take full advantage of governmental services. The group went through strengths, weaknesses, opportunities, threats and what they want to accomplish in the next two to three years. There was also discussion of priorities and there were three that came out in terms of goals. The three priorities are: 1) improve the delivery efficiency and accessibility of government services to the public; 2) increase the ability of government to provide continuous services particularly in times of disaster; 3) and reduce the burden of delivering business solutions. What was basically decided was they want to make it easy for people, make sure it is running and find ways to pay for it. Action plans have been put together, responsibilities have been assigned along with time lines and measures. Gerry will put all the information in outline form and distribute to ITAB members for comments. The goal is have this ready and available at the June ITAB meeting.

2. Miscellaneous Items (Jill Hansen)

Action Items from the April ITAB meeting:

- Gerry will be sending a document out regarding Commercial One Stop
The document was sent to Washington D.C., Department of Revenue and everyone who participated. If you did not get the information, let Gerry know and he will send it. Several indicated they did not receive, Gerry will a copy of the packet that was sent to James VanWert and to Senator Bond.
- ITAB Directory will be distributed at the next meeting and posted to the web.
It is still not totally current because we have not heard back from all members. It will be on the web soon.

- Chris Wilkerson will distribute information on specialty codes.
Chris did send the information, it was very clear. This information was forwarded to Mary for distribution to ITAB members
- Security liaison group will be formed and they will look at the infocon document.
This group has not been formed. Gerry indicated that he and Tim Daniels still need to talk.
- Letters sent to Rex for security Members.
- Chris will send white paper to Mary on the SAM II Data Warehouse Issue.
Chris has not sent Mary the white paper but he is working on it.
- Form committee on Internet.
Jill was to do this, we have members and a meeting has been scheduled for June 19.
- Official Charters sent to Jill.
Some charters have been received but not all. Jill asked that the Chairpersons of the groups to please send their charter to her.
- New web site available and passwords and ID's distributed.
Architecture document is the only document completed and members do not have the user id or password. Bob will discuss with his topic.

Letters – Jill again indicated that we do not have all letters from department heads indicating the ITAB representative from their department. Jill will send a personal email to the departments that she has not received letters from. There are only about six or seven still lacking.

State Employees's E-Mail Addresses – The Governor is wanting the capability to e-mail each individual state employee. At this time, because of all the different systems, this is not possible. Jill has been given the task to make this possible. Currently the Governor's Office sends an e-mail to the head of each department and the head of the department disperses out the e-mail but the Governor does not want this. He wants to be able to send a personal note to employees directly from him. Jill asked ITAB members if they have a department wide e-mail distribution list that we could obtain and would they please send this to her.

There was much discussion of email addresses:

1. How the senator sent email to state employees (cut and paste off the internet)
2. O.A. does have a distribution to every person in O.A. A lot of departments do have this
3. What percentage of state employees are on the LDAP Server (if we use this, we would have to cut and paste like everyone else)
4. We can't send out to 65,000 employees, we will kill our Internet server.
5. With Dept. of Corrections there is not a way that the Governor can email employees. DNR and Revenue have the same problem.
6. There are numerous environments, i.e., Exchange, AS400, Lotus Notes, Office Vision, Group Wise, etc. While Jill has been told by the Governor's Office to make email happen with one distribution list, Gerry has been told to make these environments go away, the Governor wants ONE email system for the State of Missouri that everyone will use. "Every other state is moving to that, why aren't we?"
7. There is frustration that we can't get email to employees because we hoard the distribution lists and we want to keep it within each department.

For the present time, Jill requested everyone send to her their department and what system they are using.

3. Architecture Review Committee Update (Jim Weber/Bob Meinhardt)

Last month NSR gave a presentation on architecture which will be placed on the web sometime this week or next week. Passwords will be sent out this week for access. Review committee continues to review the processes and still making minor revisions on how the process modules work. This will be incorporated into the manual when the edits are finalized.

Computer Associates contract - There is a meeting today at 1:30 in Room 500 Truman Building. At the meeting they will review products that are contained in the flexible library feature and want to finalize by June 30. Agencies are encouraged to attend. Also, there are still five or six agencies that have not turned in inventory, it is mandatory that this be done by the end of the month or CA will probably use your last year's inventory numbers.

4. Distance Learning Update (LTC Tom Smith)

No report

5. Project Management Committee Update (Jim Rogerro/Tom Stokes)

The committee had a couple of meetings in May on Project Management. The committee met on May 13 to actually build a presentation and again on May 15 to review what they would do with the all-inclusive Project Management Standing Committee Group. This was structured to try and get the four subcommittees to be thinking on the same frame of reference and try to build a foundation so they would stay away from duplication of efforts. If someone is working on a specific template, for example to do oversight, it ties directly into a possible risk area. The objective is that the documents and templates are built in a way that they can be used in an integrated coordinated package. The all-inclusive group will meet again on June 21. This group is not putting together something that will force you to do certain things, the group will recommend to ITAB what the best practices are, some of the templates that could be used by large and small agencies, etc.

Performance Measures (Cliff Gronauer/Tom Stokes)

Tom indicated they have the data identification sheets.

Total Cost of Ownership (Dennis Bax/Jan Grecian)

Jim Roggero indicated that Dennis is waiting for other activities to occur in some of the other subcommittees before moving forward with this team.

Risk Management (Scott Peters/Tom Stokes)

Scott indicated they were working on 3 areas. Hope to have everything finalized by June 21st meeting.

Project Oversight (Gail Wekenborg/Debbie Tedeschi)

Oversight committee met yesterday, they did a walk through an approach to oversight. They presented some documents they used in the oversight project for CIMOR. Feed back was given on two documents. They are trying to work up an example of here is a project and here is how the oversight process would work on this project. Hope to have this back by June 10 and committee will review them and set up meetings for July and August.

6. Internet/MOREnet Update (Tony Wening)

With some one-time money for FY02, they acquired some new capabilities on the MOREnet network. The vulnerabilities that were discovered with Code Red, Nimda, as individual site routers or people servers de-compromised and started having an adverse impact on the network. There were also problems with tier one providers like Quest and AT&T, having compromises on their routing that had a downward impact on MOREnet.

7. Statewide Purchasing Update (Karen Boeger)

Some will be receiving notification of credits from the prime vendor. Everyone should be receiving email from Worldwide advertising 60 day bundling with all the manufactures. Networking product bid closed May 9.

8. Personnel Committee Update (Chris Wilkerson/Jan Grecian)

Chris discussed specialty code. There were two remaining questions from previous meetings, 1) how do I check what the specialty codes are for my employees, and 2) the process I go through to change or modify that code if I want to. Mary will distribute by email, which should answer any questions. The outstanding issue that the personnel committee had to deal with was twenty-three Research Analysts and the office that employed all of the analyst wanted them reclassified to CIT classification. The requesting office submitted a position description on their strongest candidate, however, the committee found that the position did not warrant reclassification to a CIT position.

Committee wants to review their charter and will have ready for ITAB in the near future.

9. MOTEC Update (Gina Hodge/Jim Weber)

There was discussion at MOTEC on how can MOTEC serve ITAB members and/or agencies better. One idea is, if everyone would come up with a training plan for their agency, they could share with the training coordinators, who could then share MOTEC meetings.

10. Security Committee Update (Rex Peterson/Bob Meinhardt)

Gail talked about a liaison committee that Gerry has not gotten together as of yet. Hope to have by June meeting. An appointment to the Security Committee is needed. Letters or emails are needed for four or five persons appointing them as the primary person on the Security Committee. (send letters or emails to Rex Peterson) An action item is, Gerry has talked previously of coordinating the security committee with homeland security committee. Network Security Symposium that MOREnet is co-sponsoring, is being held at the end of July at MOREnet.

11. Technology Services Update (Gail Wekenborg)

Thursday, May 23 is a SDC steering committee. The afternoon session will be open to anybody who would like to attend and they will be addressing network issues as related to the MAN, WAN, Internet, or anything that the data center has network responsibility for.

12. HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt)

No meeting in May but will have one the latter part of June.

13. Sam II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi)

Mary announced that this fall, probably sometime in October, both the SAM II Financial and SAM II HR will be going to 2.3.2 version. The significance of this is that before financial went into production, all non-mandatory fixes were stopped. Unless it was for the State of Missouri and something that was broken, they stopped all fixes, because you can't continue a product into roll out and continually do fixes. This will be the first time that financial has had across the board fixes loaded to it. This fall will be a major upgrade.

Also, if you are running any kind of a query using any sort of a product on the back end, and it times out, it does not mean the data warehouse has stopped its query. The eda client on the server has not stopped their query so your charges are still racking up and you need to call the specified number on the web page and tell them to kill your session. So if you time out and you shut down access on your computer, it doesn't stop the transaction. It is still running a session and charges are racking up.

Also, they are looking at what fields they can remove off the data warehouse and what fields need to be put back. They are putting back some description fields or fiscal years in some tables because they are looking to delete some previous years. If you do this on certain tables, you may lose your joins and your table could be confused about what year it is. You will need to make a decision on the fiscal side and the HR side as to whether or not you are going to delete on the fiscal year or you going to delete on the calendar year. Currently on the HR side there are some of the front end queries that won't run because of the size. On some of the areas there are 40 million rows of data and this has to be deleted down. They are also looking at blank fields that never had data in some of the tables and looking at deleting the blank fields out of the tables. One specific table had redundant data and blank data and by deleting this data it could save us about \$6,000 a month between backups and DASD. There is a list on the web as to what they are going to remove and what is blank, so if you are concerned about tables being deleted or something they removing, you need to make recommendations before the process is started. Chris Wilkerson discussed nightly backup at DNR and what they do and do not backup nightly and how much time they saved. It was recommended that everyone should consider looking at this systems for this savings.

14. Privacy Committee (Scott Peters/Bob Meinhardt)

Senate Bill 712 was truly agreed upon and passed. This was a big group effort on a lot of different agencies and went well. One objective was to create an online privacy template and to include things that are common among the agencies. There was an executive order on the privacy statement. Hopefully by July they will have a draft of the privacy template.

15. Mentoring (Tim Dwyer/Jane Grecian)

Mtg. was cancelled. Nothing to report.

OPEN DISCUSSION

Chris Wilkerson talked about SDC meeting on May 23 and why members should attend. Chris also discussed the cancellation of classes at MOTEC.

REVIEW OF ACTION ITEMS

- Jill will personally e-mail those people who have not sent her letters indicating who their ITAB representative is.
- June ITAB meeting may possibly be moved to June 19.
- Gerry will send out an outline of the strategic plan effort and will hopefully have published by June ITAB.
- Gerry will send out the Commercial One Stop document.
- Gerry will form the Security Liaison Committee.
- Chris is working on the white paper for the data warehouse.
- Everyone will send to Jill their department's email system.
- OIT's office will send out Ids and passwords so members can view the members only section that has the architecture document in it on the web site.

- Members will email or send letters for the person who is representing their agency for the Security Committee and the alternate.
- MOREnet will send out information on the net work symposium at the end of July.
- Gerry will have accessibility document by June ITAB.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **June 26, 2002 at the Governor Office Building Room 450, 200 Madison Street.**

JH/bdb

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Representatives of the news media may obtain copies of this notice by contacting:

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